

Job Description City of Hannibal

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then a change in the job description can be initiated at any time by either the incumbent or the supervisor. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

Position title: Superintendent of Streets

Pay Grade & Range: Grade 17

Department: Department of Public Works

Exempt/non-exempt status: Exempt

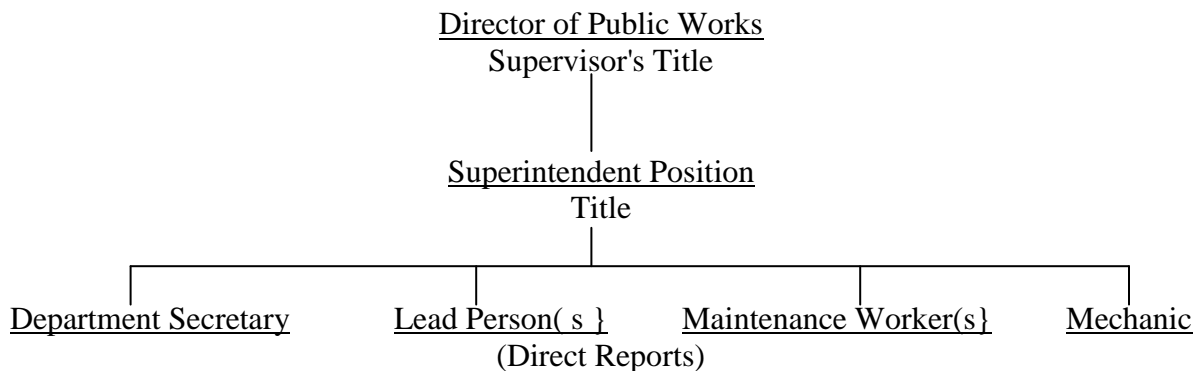
Job description most recently, created, updated, or checked when: 8/6/02

Updated or checked by (who?):

Primary purpose of position:

Division Supervisor directing construction, condition, and maintenance of roadway systems for the City of Hannibal.

Reporting relationship:



Main Responsibilities:

- ◆ Division Supervisor with ultimate accountability for all Street Department functions.
- ◆ Oversees project planning for street construction and maintenance including sequence, acquisition of materials and equipment, staff allocation, and process.
- ◆ Oversees snow and ice control on City streets.
- ◆ Oversees fleet of city vehicles from all departments for inspection, maintenance, and repair.
- ◆ Coordinates with Lead Person to respond to citizen complaints or requests for service.
- ◆ Serves on City Traffic Safety Committee. Participates in road project design review and traffic coordination. Oversees all traffic signage and pavement markings.
- ◆ Issues coordination with other departments and outside agencies. Attends committee meetings and interdepartmental meetings as appropriate. Represents the department to the public.
- ◆ Screens candidates for job openings in the department. Evaluates performance of current employees. Provides leadership, recognition, and feedback to improve department performance. Identifies and approves training opportunities for department employees.
- ◆ Prepares and manages department budget. Prepares bids and specs for substantial equipment purchases and maintenance projects. Works with department secretary and Lead Person(s) to track costs, authorize expenditures, and maintain work records.
- ◆ This job description does not list all possible duties. A Superintendent will be required to follow any other job-related instructions and to perform other job-related duties requested by the Director.

Comfort or hazards of the normal work environment:

During an emergency the Superintendent may be outdoors or driving or long hours in strong wind, cold, or heat temperature extremes. However, typical work hours are in a comfortable office environment.

Job qualifications:

Education

- ◆ High school or GED completion and some related college coursework required
- ◆ College degree preferred in management, construction technology or engineering
- ◆ Specific training in drafting, communications, construction, or disaster preparation is preferred
- ◆ Safe driving training is preferred

Experience

- ◆ Five (5) years experience in street construction, maintenance, or street repair is required
- ◆ Previous heavy equipment operation is required
- ◆ Three (3) years supervisory experience required

Knowledge, Skills and Abilities

- ◆ Positive attitude
- ◆ Interpersonal skills to interact with co-workers, other departments and citizens
- ◆ Teamwork
- ◆ Learning aptitude
- ◆ Integrity
- ◆ Articulate clear speaking skills
- ◆ Listening skills relations
- ◆ Courtesy and calm disposition
- ◆ Public speaking skills
- ◆ Knowledge of equipment, department vehicles and department policies
- ◆ Knowledge of Missouri Uniform Traffic Control Devices standards for signs and street painting
- ◆ Knowledge of city streets and infrastructure
- ◆ Knowledge of blueprint reading
- ◆ Knowledge of materials and ingredients for street repair and maintenance
- ◆ Knowledge of construction safety
- ◆ Computer skills in word processing and spreadsheets
- ◆ Knowledge of safety equipment and procedures
- ◆ Knowledge of hazardous materials
- ◆ Knowledge of street construction
- ◆ Attention to detail for accurate tracking
- ◆ Initiative and high level of energy
- ◆ Knowledge of related city codes and ordinances
- ◆ Organization and tidiness, attention to detail
- ◆ Business writing skills for letters and proposals
- ◆ Leadership and supervisory skills for employee
- ◆ Knowledge of drafting
- ◆ Knowledge of emergency preparedness and resolution
- ◆ Knowledge of budgeting process
- ◆ Good observational skills to identify possible hazards
- ◆ Knowledge of related agencies and resources
- ◆ Knowledge of street work quality standards

Equipment typically used in this job:

- ◆ A Superintendent may use a computer, a two way radio, dump truck, plow truck, any other department vehicles and any department equipment to assist the crew.

Physical requirements:

- ◆ Lift and carry 90 pounds
- ◆ Climb stairs or ladders
- ◆ Vision acuity, peripheral vision
- ◆ Ability to hear conversational speech color vision

- ◆ Strength for pushing and pulling
- ◆ Speak clearly equipment
- ◆ Tolerance for temperatures and wind
- ◆ Ability to walk a mile without outdoors stopping
- ◆ Ability to sit driving for long periods
- ◆ Sense of smell to detect process of time odors

Certifications, training. or licenses required:

- ◆ Valid Driver's License required

Training and development recommended:

A superintendent may attend training about asphalt, concrete, railroad safety, hazardous materials, driving safety, or equipment safety. Training on leadership, supervisory skills, public relations, cost and scheduling management, coaching others, interviewing skills, and teamwork topics are valuable. Missouri Department of Transportation seminars are also valuable.